

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4370 Web site: www.courtinfo.ca.gov/jobs

EMPLOYMENT OPPORTUNITY

JOB TITLE: **BUDGET ANALYST (Multiple Positions)**
Administrative Budget Management Support Unit

JOB REQ: **2588**

SALARY RANGE: **\$5,325 – \$6,471 per month in San Francisco**
\$5,051 – \$6,139 per month in Sacramento

LOCATION: **San Francisco or Sacramento, California**

THE OFFICE OF BUDGET MANAGEMENT

The Office of Budget Management consists of five units: Budget Development and Capital Outlay Fiscal Support; Administrative Budget Management Support; Budget, Data, and Technical Support; Trial Court Regional Budget Support; and Trial Court Budget Program and Policy. The Office of Budget Management prepares and presents the state judicial budget; prepares monthly financial reports; monitors budget performance throughout the judicial branch; distributes funding to the trial courts consistent with allocations approved by the Judicial Council; maintains and monitors the fiscal reports of the trial court system; forecasts court-based revenues; performs fiscal, policy, legislative, and program analysis as requested; provides direct technical assistance and training to the trial courts in developing and managing budgets; assists with the resolution of fiscal issues; and works closely with other AOC divisions and Judicial Branch entities. Staff from the Office of Budget Management strives to foster effective communication and positive relations with the courts and with appropriate personnel in the legislative and executive branches.

ADMINISTRATIVE BUDGET MANAGEMENT AND SUPPORT UNIT

The Administrative Budget Management Support Unit is responsible for the development, maintenance, and monitoring of the budgets of the Supreme Court, Courts of Appeal and the Judicial Council/Administrative Office of the Courts, including the coordination and preparation of periodic financial reports for use by organizational executives.

The Budget Analyst position in the Administrative Budget Management and Support Unit will perform the full range of analytical tasks in providing direct assistance to assigned organizations within the Judicial Branch in developing and managing their budgets; assisting the leadership in these organizations with resolution of fiscal issues; developing expertise in assigned program areas and assisting in the development of budget change proposals for consideration by the Legislature.

RESPONSIBILITIES

- Analyze and review budget-related legislation and expenditure reports and draft necessary issue reports;
- Create and maintain complex spreadsheets for various assigned programs;
- Confer with staff of executive and legislative branch agencies on budgetary matters, and respond to questions on budget issues;
- Perform ongoing budgetary control of appropriations and allocations;
- Review and analyze budget information submitted by the courts and AOC units;
- Meet with managerial and executive staff to discuss specific needs and recommend changes or adjustments in court and divisional budgets;
- Prepare reports and presentations to the Judicial Council;

- Develop subject matter knowledge in assigned programs;
- Assist with various budget drills, as needed;
- Provide staff support to AOC committees and working groups;
- Research fiscal issues and prepare analysis for AOC Finance Division management, as requested; and
- Perform other duties, as assigned.

MINIMUM QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration or finance, and three years of professional analytical experience in budget development, analysis, and planning.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

Two years as a Staff Services Analyst (or equivalent classification) performing budget duties in the executive or legislative branches of the California state government.

OR

Two years as a Staff Analyst with the judicial branch in budget development, analysis, and planning.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of developing and administering multiple, complex budgets;
- Practices of reviewing financial documents for completeness and accuracy;
- Principles and practices of budgeting and financial procedures;
- Principles and techniques of preparing effective oral presentations;
- Principles and techniques of preparing a variety of effective written materials; and
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.

Ability to:

- Analyze and review budgets and financial operations;
- Interpret, explain, and apply requirements, rules, and regulations related to various funding sources;
- Maintain accurate financial records and prepare accurate and timely reports;
- Research subjects and provide well-written analyses;
- Maintain discretion when dealing with sensitive budgetary matters;
- Organize own work, set priorities, and meet critical deadlines;
- Work well with other team members; and
- Establish and maintain effective working relationships with those contacted in the course of their work.

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, the position will remain open until filled. This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these documents will not be considered. To complete an online application, please visit our Web site at

www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req. #2588, Budget Analyst (Multiple Positions).

OR

To request a printed application, please contact:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272 Telecommunications Device for the Deaf

Pay and Benefits

Salary Range: \$5,325 – \$6,471 per month in San Francisco
 \$5,051 – \$6,139 per month in Sacramento

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

A supplemental questionnaire follows this job announcement.

**Supplemental Questionnaire
For
Budget Analyst/Senior Budget Analyst Series
Job Requisition #2588**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions.

1. Briefly describe the scope and extent of your budget experience as it relates to your current position and/or the position where the majority of your budget experience lies. Please include size of budget, size of the overall organization and budget unit, the budget process with which you are most familiar, and your specific duties.
2. Describe your experience, if any, with the budget practices and procedures of the State of California or other public sector environments. Please include any experience with preparing baseline budgets, collecting data and drafting budget requests, designing and conducting formal budget training, and implementing program budgeting.
3. This question refers to your office automation skills. For each computer application listed below, identify your level of proficiency: "beginner", "intermediate", "advanced" or "none".

a. Microsoft Excel

b. Other spreadsheet software? Please specify: _____

c. Microsoft Access

d. Other database software? Please specify: _____

e. Oracle Financials

f. CALSTARS

g. Other financial reporting software? Please specify: _____

h. Other relevant software? Please specify: _____